

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Probation Domestic Violence Program Manager  
**Job Code:** 8126  
**Pay Grade:** 55  
**FLSA Status:** Exempt



### **PURPOSE:**

Develop a domestic violence program designed to provide comprehensive and integrated services for the Adult Probation Department, that includes assessment and identification processes, training of officers, supervision guidelines, collaboration with victim service agencies, monitoring of practices, and ongoing technical assistance to probation officers. Coordinate the management of domestic violence funds and delivery of services within the department. This is a grant-funded, part-time position.

### **ESSENTIAL FUNCTIONS:**

- Creates a process of assessing domestic violence probationer lethality risk and referring victims to services.
- Creates a process of assessing, identifying and providing special services to probationers who are victims of domestic violence.
- Monitors domestic violence assessment and referral procedures and acts as a resource to probation officers.
- Provides direct training for court and probation staff on implementation of domestic violence assessment tools and supervision strategies.
- Represents the department in collaborative and problem-solving meetings with representatives from criminal justice agencies, treatment agencies and victim organizations.
- Assists administrators in developing, maintaining and revising policies regarding the handling of domestic violence cases within the Pima County Adult Probation Department.
- Utilizes an automated information system to monitor and track domestic violence data in the department.
- Develops and maintains a strong understanding of court goals, objectives, programs and develops and maintains partnerships with management employees to discuss program requirements.
- Coordinates special, contracted training for the probation department, treatment agencies and other community organizations.
- Collaborates with national domestic violence technical assistance providers to improve the programs of probation and court-contracted domestic violence providers.
- Develops, directs implementation of, and monitors contract/grant activities.
- Researches and analyzes contract/grant data and generates, monitors, and verifies periodic, special, and annual reports.

- Provides progress reports required by grant funding institutions or based on grant obligations on the status of funds, and/or the attainment of project goals.

#### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- May prepare status and/or statistical reports upon request.
- Serves as a resource person when issues arise and assists to problem-solve issues different from the mainstream.
- Performs other related duties and projects as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of probation and court practices/procedures, laws, regulations and guidelines pertinent to education and criminal justice.
- Must have knowledge of contemporary social, educational and economic conditions as they relate to adult probation and the justice system.
- Must have strong knowledge of domestic violence dynamics, perpetrators, victim safety issues and experiences, and protocols in working with victims.
- Must have the ability to effectively collaborate with criminal justice agencies, domestic violence victim and other social service organizations.
- Must have strong management skills coordinating, planning, organizing, implementing and communicating program objectives, policies and procedures.
- Must have strong organizational skills, business writing skills, research, interpretation, and analytical skills.
- Must have the ability to communicate effectively with a wide spectrum of individuals, including court administration and management, county departments, grantors and agencies, administrative staff and the public.

#### **MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university with a major in criminal justice, social services, or related field and three years of professional criminal justice or social service experience. Or any equivalent amount of experience, training, and/or education approved by the Human Resources department.

#### **LICENSES AND CERTIFICATES:**

Must have a valid Arizona driver's license at the time of appointment.

#### **PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a grant-funded, part-time, classified position that reports to an Adult Probation Division Director. This position performs duties under limited supervision.

Date: 02/27/11  
Revised: 10/03/11

Approved by: \_\_\_\_\_  
Division Director, Adult Probation Date

\_\_\_\_\_  
Hiring Authority Date

\_\_\_\_\_  
Director, Human Resources Date